



# City of Hampton

## PERSONNEL ADMINISTRATIVE PROCEDURES

DATE: January 8, 1991	CHAPTER 7	PAI No. 1
REFERENCES: Chapter 7, Section VII, A	SUBJECT: Absence from work due to Military Duty	
<p>I. <u>GENERAL:</u> This instruction establishes the general guidelines for administration of absences from work due to military duty.</p> <p>II. <u>APPLICABILITY:</u> Employees who are also members of one of the reserve components of the United States Armed Forces may be granted leave of absence not to exceed five (5) years including military training and active duty. Permanent full time employees may request to use appropriate, accrued leave to cover the leave of absence. Any absence not covered by appropriate leave will be in a Leave Without Pay (LWOP) status.</p> <p>III. <u>BENEFITS:</u></p> <p>A. <u>Group and Optional Life Insurance:</u> Once in an approved LWOP status, the employee may continue group and optional life insurance coverage for a maximum of 24 months by making monthly premium payments. The employee shall contact the Finance Department prior to departure to arrange payment.</p> <p>B. <u>Group Health Insurance:</u> Health care coverage may be maintained throughout the LWOP period provided the employee pays the total premium cost of the health insurance. The employee's cost shall be based on the level of coverage selected at the time of enrollment. Premiums shall be adjusted as rates change. The employee shall contact the Finance Department to arrange monthly premium payments. If the employee drops the coverage, this break in coverage will not affect the employee's health benefits upon retirement, provided the employee returns to work within the time period provided by applicable law and immediately re-enrolls for health insurance</p> <p>C. <u>Dental and Vision Insurance:</u> Dental and Vision coverage may be maintained throughout the LWOP period provided employee pays the total premium cost. The employee shall contact the Finance Department to arrange monthly payments.</p> <p>D. <u>Retirement (VRS and HERS):</u> Service credit toward retirement is not earned during the period of LWOP. However, upon reinstatement to paid status the employee may apply for no cost service credit. To be eligible for VRS service credit, the reinstatement must be within one (1) year of honorable discharge. To be eligible for HERS service credit the reinstatement must be within ninety (90) days of honorable discharge. It is incumbent upon the employee to provide a copy of his/her active duty record and to complete the "Service Credit Application" obtained from the Finance Department.</p>		
Approved By:	Page 1 of 3	
	Revision Date: May 9, 2003	



## City of Hampton PERSONNEL ADMINISTRATIVE PROCEDURES

E. Leave/Leave Accrual: While use of leave is not required, employees activated to military service may request to use any portion of their appropriate accrued leave (military leave, annual leave, holiday and administrative time-off) to cover the period of absence. Such leave must be taken consecutively and without interruption so that the leave is not taken intermittently over the course of the military leave. An employee who enters on extended active duty with a component of the Armed Forces of the United States shall not accrue annual or sick leave, but the period of active duty shall be creditable service for leave accrual category purposes, provided the employee applies for, and is reinstated to either her/his former position or a position of like status and pay with the City within the time period provided by applicable law.

IV. RE-EMPLOYMENT: Employees on approved military LWOP shall be reinstated to their former position or a position of like status and pay in accordance with the rights under the applicable law.

V. PUBLIC SAFETY PROMOTION PROCEDURES: Public safety employees may not participate in promotion processes while absent from work due to military duty. Upon return to the city, the employee may request to participate in a promotion process for which the employee was eligible to participate and held in his/her absence. Such request must be made in writing to management within 30 days of return to the City.

If the promotion process held in the employee's absence did not include an oral board, the employee will be screened per the Personnel Administrative Instruction and the employee's score inserted into the appropriate place on the existing roster, thereby creating a new promotion register that will be in effect until the date of expiration on the original promotion register.

If the promotion process held in the employee's absence included an oral board, the board will be reconvened within 60 days of the employee's written request to management, using the same or similar questions as the original board and the employee evaluated in a like manner. If the original board cannot be reconvened, a board meeting the criteria of the Personnel Administrative Instruction on Promotion Procedure shall be convened. The employee's screening score will be combined with the oral board score and will then be inserted into the appropriate place on the existing promotion register, thereby creating a new roster that will be in effect until the date of expiration of the original promotion register.

If an employee is on an existing promotion register and would have been promoted with reasonable certainty had the employee been with the City at the time he/she was performing active duty military service, the employee shall be promptly promoted upon return to the City.

Approved By:

Chapter 7, PAI # 1, Page 2 of 3



# City of Hampton

## PERSONNEL ADMINISTRATIVE PROCEDURES

Each of the above scenarios is predicated on the employee meeting the requirements for re-employment eligibility to include but not be limited to: making application to report back to the City in a timely manner; not having disqualifying service (e.g. dishonorable discharge or AWOL); the period of military service not exceeding the five year limit; not having changed circumstances; and not having undue hardship as it relates to service connected disabilities.

Approved By:

Chapter 7, PAI # 1, Page 3 of 3